

Washington County

Job Description



Title:	Office Assistant	Code:	
Division:	Technical/Clerical	Effective Date:	08/10
Department:	Attorney	Last Revised:	

GENERAL PURPOSE

The Office Assistant position performs various clerical duties throughout the office environment as well as duties as a receptionist. While performing the receptionist function he or she is the first point of contact for the County Attorney's Office. This person must possess public-relations skills and enjoy working with the public. Other duties will be clerical in nature and include document preparation, filing and receipting of funds collected.

SUPERVISION RECEIVED

Works under the supervision of the County Attorney and Senior Deputy Attorney.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Greets persons as they enter the County Attorney's Office; answers questions and provides information as appropriate.

Must enjoy working with people and possess public-relations skills to assist the public in the interaction with the County Attorney's Office.

Answers and directs incoming telephone calls.

Interacts with, and collects information and documents from, other agencies including the Courts, law enforcement and the public.

Collects funds in restitution and from other sources, appropriately receipts and accounts for those funds, and directs them to the proper accounts.

Creates and maintains files and documents in an orderly and organized fashion. Directs documents to the appropriate persons within the department.

Completes data entry assignments including entering data on defendants into office computer applications.

Uses document generation and data management software to create and maintain documents.

Helps locate, collect and organize files for court calendars.

Completes general office duties such as replenishing paper supplies in copiers, fax machines, etc.; shredding sensitive documents; and other clerical tasks.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

1. A. Graduation from high school or equivalent;

AND

- B. Sufficient experience to demonstrate an aptitude or ability to perform above and related duties;

OR

- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities.

Ability to communicate effectively with the public, either in person or by telephone; exercise initiative, independent judgment, communicate effectively both verbally and in writing; make simple mathematical computations; establish and maintain effective working relationships with other employees; organize and effectively manage a large volume of files and documents.

Computer skills are essential (Excel, Word, Internet Explorer) as well as an ability to learn new computer programs.

3. Special Qualifications:

Typing speed of at least 30 wpm
Must submit to and pass a criminal background investigation;
Must be bondable as the position requires;
Must be able to lift moderately heavy items (30-50 lbs).

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger, leg, and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)